Workshops
July – September, 2015

⭐ **Heber Employment Center**
69 N. 600 W. , Suite C • Heber City
435-654-6520

Register for reserved seating. Walk–ins welcome.

- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING:	
July 8	3:00 PM–4:30 PM
August 12	3:00 PM–4:30 PM
September 9	3:00 PM–4:30 PM
INTERVIEWING SKILLS:	
July 22	3:00 PM–4:30 PM
August 26	3:00 PM–4:30 PM
September 23	3:00 PM–4:30 PM
JOB SEARCHING WITH TECHNOLOGY:	
July 1	3:00 PM–4:30 PM
August 5	3:00 PM–4:30 PM
September 2	3:00 PM–4:30 PM
NETWORKING STRATEGIES:	
July 15	3:00 PM–4:30 PM
August 19	3:00 PM–4:30 PM
September 16	3:00 PM–4:30 PM
EMPLOYMENT ESSENTIALS:	
July 10	9:00 AM–11:00 AM
September 4	9:00 AM–11:00 AM
*LINKEDIN #1:	
July 29	3:00 PM–4:30 PM
September 30	3:00 PM–4:30 PM

RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCHING WITH TECHNOLOGY: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resumés. Basic computer skills required.

NETWORKING STRATEGIES: Learn how to design and implement a networking plan.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.
*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.

Workforce Services • jobs.utah.gov